



## **Returning to school in September** **THE PLAN**

ALL pupils, in ALL year groups will return to school full-time in the autumn term.

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.

### **Essential measures MUST include:**

- a requirement that people who are ill stay at home
  - robust hand and respiratory hygiene
  - enhanced cleaning arrangements
  - active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

## What will Brook look like? What new arrangements will be in place?

### Formal consideration of how to reduce contacts and maximise distancing between those in school

To achieve this we will be:

- Working in class bubbles (up to 30 children). (Butterflies will be a group of 42 in family group bubbles of 13 children.)
- Staggered drop off and collection times.
- Staggered break and lunch times.
- Entrance/exit points around school specific to each year group.
- Children will be eating lunches in the classroom. There is a new menu with a hot and cold choice but these will be delivered to the classroom so that the dining hall will not be shared. We will ensure that cleanliness is a priority once children have eaten.
- Limit contact- each class will be given a Teacher and TA- breaks and lunchtimes will be organised between the two.
- Teachers will still have PPA and wherever possible we have attempted to use the class TA in order to minimise contact. This is not always possible and sports coaches/Mrs knee will still be used.
- Teachers will need to teach both maths and English to reduce contact- children will not move classes as they usually do. We will start teaching English (core text planning) and maths (Shanghai) from **Monday 7<sup>th</sup> September.**
- Reducing the amount of time pupils are in face to face contact lowers the risk of transmission therefore pupils MUST be seated side by side and facing forwards. We will move unnecessary furniture out of classrooms to make more space.
- Staff must avoid close face to face contact and minimise time spent within one metre of both children and adults.
- Large gatherings such as assemblies will not be taking place. Staff will be hosting class assemblies.
- For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. We will encourage pupils to bring their own pencil case and stationery to school, if unable to do so we will provide individual resources. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided.

### A requirement that people who are ill stay at home

Pupils, staff and other adults MUST not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days. Anyone developing symptoms during the school day MUST be sent home. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow stay at home advice. They must also arrange to have a test. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If a child is awaiting collection, they should be moved to the conference suite where they can be isolated behind a closed door, with appropriate adult supervision (2 metres away) if required. Ideally, a window should be opened for ventilation. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

## **Robust hand and respiratory hygiene**

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. The 'catch it, bin it, kill it' approach continues to be very important- it will be shared as an important school rule!

## **Enhanced cleaning arrangements**

Cleaning will generally be enhanced including more frequent cleaning of rooms / shared areas that are used by different groups, frequently touched surfaces being cleaned more often than normal, different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. When a class leaves the room for a break, the teacher/TA must quickly spray and clean desks.

## **Active engagement with NHS Test and Trace**

Staff members and parents/carers MUST understand that they will need to be ready and willing to:

- Book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

**Arrangements for September- staggered starts and breaks**

<b><u>Year Group</u></b>	<b><u>Drop off/collection point</u></b>	<b><u>Timings for drop off and collection</u></b>	<b><u>Morning break</u></b>	<b><u>Lunchtime</u></b>	<b><u>Afternoon break KS1 only</u></b>
Butterflies	Usual entrance	Am- 8.30am-11.30am Pm- 12.15pm-3.15pm	Organised within the daily timetable (1 family group at a time)	11.30-12pm PLAY 12-12.25pm EAT JC/TB to cover (Butterflies playground)	Organised within the daily timetable
RD	Door to RD classroom, through the gate to the left of the main entrance.	8.35am drop off 3.15pm collection	Organised within the daily timetable (Rec class' separate)	11.30-12pm PLAY 12-12.15pm EAT (Reception playground)	Organised within the daily timetable (Rec class' separate)
RR	Door to RD classroom, through the gate to the left of the main entrance.	8.30am drop off 3.10pm collection	Organised within the daily timetable (Rec class' separate)	11.30-12pm PLAY 12-12.15pm EAT (KS1 playground)	Organised within the daily timetable (Rec class' separate)
1E	Entrance opposite 1E classroom	8.45am drop off 3.25pm collection	10.15-10.30am (KS1 playground)	11.30-12pm PLAY 12-12.15pm EAT (KS2 playground)	2-2.15pm (KS1 playground)
1H	Entrance opposite 1E classroom	8.50am drop off 3.30pm collection	10.15-10.30am (KS2 playground)	11.30-12pm PLAY 12-12.15pm EAT (MUGA/base level)	2-2.15pm (KS2 playground)
2C	Y2 cloak room entrance	8.45am drop off 3.25pm collection	10.15-10.30am (MUGA/base level)	12-12.30pm PLAY 12.30-12.45 EAT (KS1 playground)	2.15-2.30pm (KS1 Playground)
2D	Y2 cloak room entrance	8.50am drop off 3.30pm collection	10.30-10.45am (KS1 Playground)	12-12.30pm PLAY 12.30-12.45 EAT (KS2 playground)	2.15-2.30pm (KS2 Playground)
3H	Y3 Fire Exit in corridor leading to 3B	8.30am drop off 3.15pm collection (T will meet class on KS1 playground)	10.30-10.45am (KS2 playground)	12-12.30pm PLAY 12.30-12.45 EAT (MUGA/base level)	
3B	Y3 Fire Exit in corridor leading to 3B	8.30am drop off 3.15pm collection (T will meet class on KS1 playground)	10.30-10.45am (MUGA/base level)	12.15-12.30pm EAT 12.30-1pm PLAY (KS1 playground)	
4H	Y4 Fire Exit end of the KS2 corridor	8.30am drop off 3.15pm collection (T will meet class on KS2 playground)	10.45-11am (KS1 playground)	12.15-12.30pm EAT 12.30-1pm PLAY (KS2 playground)	

4T	Y4 Fire Exit end of the KS2 corridor	8.30am drop off 3.15pm collection (T will meet class on KS2 playground)	10.45-11am (KS2 playground)	12.15-12.30pm EAT 12.30-1pm PLAY (MUGA/base level)	
5B	Year 3/4 cloakroom	8.50am drop off 3.30pm collection (T will meet class on KS1 playground)	10.45-11am (MUGA/base level)	12.45-1pm EAT 1-1.30pm PLAY (KS1 playground)	
5C	Year 3/4 cloakroom	8.50am drop off 3.30pm collection (T will meet class on KS1 playground)	11-11.15am (KS1 playground)	12.45-1pm EAT 1-1.30pm PLAY (KS2 playground)	
6W	Year 5/6 cloakroom	8.50am drop off 3.30pm collection (T will meet class on KS2 playground)	11-11.15am (KS2 playground)	12.45-1pm EAT 1-1.30pm PLAY (MUGA/base level)	
6Wa	Year 5/6 cloakroom	8.50am drop off 3.30pm collection (T will meet class on KS2 playground)	11-11.15am (MUGA/base level)	12.45-1pm EAT 1-1.30pm PLAY (School field)**	

\*We may need to change timings if the field is too wet to use.

\*\*At entrance points, you will find red smiley faces that have been sprayed on the ground- this is to provide guidance for 2 metre distancing. All adults must adhere to the 2-metre distancing rule when on the school site.

\*\*\* Parents may have more than one child entering school at different times. We know that this is inconvenient but there is no other option. Once one child has been dropped off, you will need to leave the school site, wait in your car or off the school premises and then return with the other sibling at their drop off time.

\*\*\*\*It is imperative that you are on time, if your child is late for their class entrance time, you will need to bring the child to the front entrance at 9am and they will get a late mark.

\*\*\*\*\*All entrance points will be clearly labelled.

### Class Assemblies:

Large gatherings such as assemblies will not be taking place. Staff will be hosting class assemblies.

Day of the week	Monday	Tuesday	Wednesday	Thursday	Friday
Class Assembly focus	Thought of the Day	Love of reading session	Praise assembly	Assembly focus- assembly rota in place- Week 1- The School Values	Newsround focus

### Staff Meetings:

Staff meetings will have to be held in the hall so that we can ensure distancing is achieved. Staff will be asked to bring a seat to the hall and to be seated at 2 metre distance. Rather than moving tables we will ask staff to also bring a clipboard/something to lean on.

### Our Curriculum:

We have worked incredibly hard on our school curriculum this year in line with the new Ofsted Framework but with the huge amount of time that our children have had out of school we really need to prioritise what our children really need! We return to school on Tuesday 1<sup>st</sup> September, which is an INSET day, when our meticulous planning will continue. Children in Reception- Year Six return to school on **Wednesday 2<sup>nd</sup> September**. For the first three days, it is imperative that we focus on getting to know the pupils, sharing experiences during the lockdown period, discussing thoughts/feelings, mindfulness/well-being, use of PSHE association planning/resources, concentrating on basic skills in English and Maths- recognising any gaps, sharing new rules and routines (hygiene/ catch it, bin it, kill it' approach). Butterflies pupils will attend their transition session as detailed on the PowerPoint in the 'Butterflies 2020' section but parents will NOT be able to attend.

### Weekly timetable:

KS1	15 min	45 mins	1 hour	1 hour	PM Sessions *Daily guided play session (2 <sup>nd</sup> hour of PE)				
	Daily handwriting/reading/spelling session	Class phonics- split into two ability groups	English	Maths	120 min- Science	120 mins Humanities	120 mins Arts	60min PE/ 45mins Computing	60 mins PSHE/ 30 min Music/ 30 min RE

KS2	15 min	30 mins	1 hour	30 mins	1 hour	PM Sessions				
	Daily handwriting/reading/spelling session	English-Reading/basic skills focus	English	Maths basic skills session	Maths	90 min-Science/ 30 mins RE	90 mins Humanities/ 30 mins Music	90 mins Arts/ 30 mins French	60min PE/ 60mins Computing	60 mins PSHE/ 60 mins PE

DfE guidance states that schools must teach an ambitious and broad curriculum in all subjects from the start of the autumn term but make use of existing flexibilities to create time to cover the most important missed content. Schools should consider how all subjects can contribute to the filling of gaps in core knowledge, for example through an emphasis on reading. Teaching time should be prioritised to address significant gaps in pupils' knowledge. For children in nursery settings, teachers should focus on the prime areas of learning, including communication and language, personal, social and emotional development (PSED) and physical development. For pupils in Reception, teachers should also assess and address gaps in language, early reading, and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.

### **Recovery Programme: Century**

The Government has set expectations for schools to develop remote education so that it is integrated into school curriculum planning: Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. All schools are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress. Staff are aware and have attended training on Wednesday 15<sup>th</sup> July for the new Century programme that we will be using in school. CENTURY is a tried and tested intelligent intervention tool that combines learning science, AI and neuroscience. It is able to:

- Identify gaps
- Addresses misconceptions
- Supports teacher interventions

This will be rolled out to all key stage 2 children in the autumn term as part of our catch-up programme. We are still researching further resources for key stage one.

### **Safeguarding:**

Brook Primary will be revising the child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils. We will share the statutory safeguarding guidance, keeping children safe in education and refer to the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance. (Staff meeting arranged 2<sup>nd</sup> September 2020)

Designated safeguarding leads (and deputies) will be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm. All concerns will continue to be logged on the CPOMs system.

### **School Uniform:**

Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone. Therefore, we would like to encourage all pupils to return in September in **full school uniform**. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

### **PE:**

Wherever possible PE should be delivered outdoors to limit the transmission of the virus. PE lessons will start from **Thursday 3<sup>rd</sup> September**, children will be informed on Wednesday 2<sup>nd</sup> September of their PE day. On a PE day children will not wear their school uniform and will wear their PE kit. Parents should be reminded that appropriate kits should be worn, dependent upon the weather e.g. blue or black joggers or shorts, white t-shirt or white long-sleeved top, and blue or black jumper/zip up hoodie. This is so that no changing or bag storage is required. Resources that are shared between bubbles must be cleaned frequently and once cleaned, allowed to be left unused for a period of 48 hours (72 hours for plastics) between uses by different bubbles. Each year group will be provided with a box of resources- not to be shared.

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>

### **Music:**

Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.

### **School Lunches:**

We are keen to start providing hot lunches. Sam (School Cook) has devised a new menu with a hot and cold choice daily which will be delivered to the classroom. The new menu will be published on the ParentPay system from 1<sup>st</sup> August and parents must only book up to October half term. This is only a temporary arrangement and the menu will be reviewed at October half term. Please book your child's school lunch in advance. If a booking has not been made the child will receive a sandwich grab bag only.

### **Buddies: Breakfast & after school club**

In line with Government guidance, we will be resuming our breakfast and after school club provision. The children will be organised into three bubbles of 8 and each bubble will work with a designated member of Buddies staff: Mrs E Hudson, Ms T Butler and Mrs E Brown. We ask that all places in Buddies are booked by the Thursday of each week so that arrangements can be made. Buddies will not be operating in the first week of term, the provision will start on **Monday 7<sup>th</sup> September**, to allow us to make the appropriate arrangements. Booking for the week beginning 7<sup>th</sup> September must be made by no later than **Thursday 3<sup>rd</sup> September**. Parents will be notified about which 'bubble' their child is in and the necessary drop off and collection point. We will endeavour to keep children of a similar age and sibling groups together, but this will not be guaranteed. We will always adhere to all DFE handwashing and surface disinfecting guidance .